



Position: Back-Up Receptionist
(Admin & Health Dept)

Accountability: Finance Director

Salary: \$24.03 hourly

Employment Status: Casual

Hours of Work: As needed

Preferences: MFN Band Members

Circulation Level: Level I

The Back-Up Receptionist will:

- Receive all incoming telephone calls and visits in person and direct all inquiries and persons appropriately and with courtesy.
- To receive and record all incoming and outgoing mail, open and distribute it to the appropriate staff, affix appropriate postage and ensure proper handling, photocopying of mail as needed.
- Be aware of and as required and requested to provide information about all staff employees' whereabouts.
- As needed and requested, order appropriate storage, distribution, and use of office supplies (i.e., pens, writing pads, staplers/staples, 3-hole punch) stationery and standard agency forms.
- Maintain booking schedule for Council Chambers using Outlook monitoring, community hall rental, van and bus rental, cultural center.
- Perform secretarial and clerical duties of photocopying, faxing, typing, and telephoning.
- Make travel arrangements and maintain travel itineraries for all staff, when required.
- Responsible for drafting letters and any other correspondence related to office administration.
- Ensure confidentiality and safekeeping of all the organization's records, forms, and documents.
- Assist Housing and Property Manager with receipt of rent monies when required.
- Update employee telephone and email listing for all staff and Chief and Council.
- Receive money, prepare invoices, and log payments for photocopying/ facsimile transmissions for public and forward to Finance Clerk and place in safe.
- Responsible for and maintaining Visitor Logbook; Employee Sign In / Out Daily logbook.
- Conduct themselves in a professionally appropriate manner; and any other duties are required.

The Back-Up Receptionist will possess the following qualifications, skills, experiences, and attributes:

- Certificate and/or diploma in secretarial and office services with minimum of two (2) year related experience.
- Experience working with aboriginal people, organizations, and communities.
- Must provide a clear Criminal Records Check.
- Knowledge of Mississauga First Nation programs and services; understanding of Aboriginal culture and traditions.
- Knowledge of the Occupational Health and Safety Act and the Canada Labour Code as it applies to the worker.
- Good interpersonal skills; good public relations; good communication/ organizational skills.
- Excellent time management skills; excellent computer skills with MS Office including Excel, Word, Access.
- Ability to work independently and within a team environment; and ability to pay attention to detail and ensure accuracy with work.

TO APPLY: Customize your cover letter and resume to the duties, experience, expectations, and qualification listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us in your application during screening. **Successful candidates who receive interviews must provide copies of their education qualifications and certifications at the time of interview.** Please note that all interviews will be **in person**. If you would like a copy of the full job description and/or are interested in applying you may submit your covering letter, resume and three (3) work related references to:

Mississauga First Nation
P.O. Box 1299 Blind River, Ontario P0R1B0
Attention: Human Resources Clerk
Marked: **CONFIDENTIAL**
EMAIL: hrclerk@mississaugi.com **FAX:** 705-356-1740
Deadline: Until position is filled

Thank you to all applicants; however, only those selected for an interview will be contacted.

WALKING IN BALANCE

A socially and culturally healthy community where individuals have the opportunity to prosper and to achieve their full potential spiritually, emotionally, mentally, and physically through generous and unselfish support for one another, while pursuing balance and harmony within, with each other, and with Mother Earth.